

# WisVote Election Checklist I: Pre-Election Tasks

## Spring Primary and Special Primary for Representative in Congress District 7:


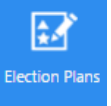
### February 18, 2020

#### REMINDERS:

- SPECIAL: Municipalities in Congressional District 7 will have multiple absentee ballot deadlines. The deadline for sending the Congressional District 7 absentee ballots is January 2, 2020. The deadline for sending the 2020 Spring Primary absentee ballots is January 28, 2020.**
- SPECIAL: Municipalities in Congressional District 7 may need to show multiple active absentee ballots in WisVote for a voter, depending upon when the request was made. Separate instructions will be emailed to these municipalities regarding how to handle the absentee tracking process in WisVote.**
- A contest will not be created in the Spring Primary unless one is required. All Spring Election contests begin in the Spring Election and a contest is created in the Spring Primary only when a primary is required to be held. See, Wis. Stats. §8.11. At this time a statewide primary is expected for the Supreme Court Justice contest, but that will not become official until candidate are certified on January 14, 2020.
- Counties are responsible for entering candidates in county contests, school district contests and joint municipal court contests. They are also responsible for entering county level referenda.
- Municipalities are responsible for entering candidates in municipal contests and sanitary district contests. They are also responsible for entering municipal level referenda.
- All reporting units within your election plan must match how the county has programmed your electronic voting equipment. Poll books will print according to how your reporting units are set up in the Spring Primary (Even) Election Plan. You cannot print them differently; the number of poll books will match the number of Reporting Units.
- If your municipality is located in more than one county, your Reporting Units cannot cross county lines.
- While statutes allow combining wards across county supervisory and aldermanic districts, this is not recommended when these contests are on the ballot. Municipal and county clerks should communicate with each other regarding the correct reporting units for this election.

Contact the WEC Help Desk for assistance at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov).

Tasks to Complete	Details
<input type="checkbox"/> Provide Recent Annexation Documentation to WEC Staff	<p>If your municipality has had a recent annexation that created a new ward and/or impacts voters, please complete the <a href="#">EL-100</a> and contact WEC staff.</p> <p><b>NOTE: The next mapping update to WisVote will be January 23, 2020.</b></p>

<input type="checkbox"/> Report Clerk Contact Updates to WEC	<p>If any clerk/staff contact information has changed, complete the <a href="#">EL-362</a> and submit it to the WEC HelpDesk. If information is not up to date, it will reflect incorrectly on MyVote.</p>
<input type="checkbox"/> Review Polling Place Locations  <a href="#">Polling Places Tutorial</a>	<div data-bbox="727 268 836 394">  </div> <p>Prior to verifying/editing your Election Plan, review your current Polling Place Locations and their addresses.</p> <p>If no changes need to be made, proceed with verifying/editing your Election Plan.</p> <p>If you need to add, edit or remove a Polling Place record, contact WEC staff.</p> <p>Access this information through the <b>Polling Places</b> tile.</p> <p><b><i>NOTE: If you only have a school district primary, confirm whether the school district intends to consolidate any polling locations. If so, immediately contact WEC staff, as there are additional steps that need to be completed.</i></b></p>
<input type="checkbox"/> Verify/Edit Spring Primary (Even) Election Plan  <ul style="list-style-type: none"> <li>▪ Reporting Units</li> </ul> <a href="#">Set Up Election Plans Tutorial</a>	<div data-bbox="727 966 836 1071">  </div> <p>Verify with your county how your electronic voting equipment will be set up to determine how to set up your Reporting Units within your Election Plan.</p> <p>This plan should have already been created for most municipalities. Review/Create Reporting Units and link them to Polling Places.</p> <p>Municipalities with a population <u>less than 35,000</u> will create Reporting Units and assign each Reporting Unit to a polling place.</p> <p>For municipalities with a population <u>greater than 35,000</u> WisVote will automatically create Reporting Units for each ward. Municipalities will need to assign each ward a Polling Place.</p> <p><b><i>NOTES: You <u>must</u> use the Election Plans tile to review and create your Reporting Units, <u>not</u> the Elections tile.</i></b></p> <p><b><i>MyVote pulls the information from your Election Plan. Voters cannot see where they vote until the plan is setup.</i></b></p>
<input type="checkbox"/> <b>County Users</b> Run Pre-Canvass Reporting Unit List  <a href="#">Canvass Reporting System</a>	<p>If the Reporting Units in WisVote do not match the way the voting equipment is being programmed, please contact the affected municipality immediately to determine the correct reporting unit information.</p>
<input type="checkbox"/> Review Contests Created by WisVote in the <b>2020 Spring Election</b>	<p>All regularly scheduled contests will be automatically entered in WisVote under the <u>2020 Spring Election</u>. Contests will <u>not</u> appear under the 2020 Spring Primary at this point.</p>

	<ul style="list-style-type: none"> <li>Review the contests WisVote automatically created. If you are missing any contests for office positions, contact WEC staff.</li> <li>If you have a special election to fill a vacancy, contact WEC staff.</li> </ul>																		
<input type="checkbox"/> Add Candidates  <p><b>NOTE:</b> <i>Candidates for the 2020 Spring Primary Election will be entered in the <u>2020 Spring Election</u>.</i></p> <p><b>Deadline: January 24, 2020</b></p>	<p>Candidates are registered for the Spring Election, so they <u>should be</u> entered under the <b>2020 Spring Election</b>, <u>not</u> the Spring Primary Election.</p> <p>Add candidates to the contests for which you are responsible. Remember to enter the name as the candidate would like it to appear in the <b>Name on Ballot</b> field.</p> <p>To mark candidates as <b>Approved</b>, under the subheading <b>Additional</b>, set the <b>Candidate Filing Status</b> to <b>Approved</b>:</p> <p><b>Additional</b></p> <table> <tr> <td>Write-In</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Winner?</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Candidate Filing Stat</td> <td>Approved</td> </tr> <tr> <td>Appealed</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Challenged</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Incumbent ?</td> <td>No</td> </tr> </table> <p>Be sure to add the <b>Candidate Ballot Position</b> (1, 2, 3, etc.). in whichever order they were drawn to appear on the ballot.</p> <p>Under the subheading <b>Candidate Information</b>, enter a Candidate <b>Ballot Position</b>:</p> <table> <tr> <td>Election *</td> <td> 2020 Spring Election and Presidential Pre</td> </tr> <tr> <td>Party</td> <td>-----</td> </tr> <tr> <td>Candidate Ballot Positi</td> <td>1</td> </tr> </table>	Write-In	<input type="checkbox"/>	Winner?	<input type="checkbox"/>	Candidate Filing Stat	Approved	Appealed	<input type="checkbox"/>	Challenged	<input type="checkbox"/>	Incumbent ?	No	Election *	2020 Spring Election and Presidential Pre	Party	-----	Candidate Ballot Positi	1
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<input type="checkbox"/> Check Primary Required on the contest, if necessary  <p><b>Deadline: January 24, 2020</b></p>	<p>If enough candidates have been approved that a Primary is required, check the <b>Primary Required</b> checkbox on the appropriate contest under the 2020 Spring Election enter date in <b>Primary Date</b> (02/18/2020) field.</p> <p>WisVote will automatically create a contest with the candidates under the 2020 Spring Primary.</p>																		
<input type="checkbox"/> Review contests under 2020 Spring Primary	<p>Go to the 2020 Spring Primary and make sure the correct contests were created by WisVote. If any contests are missing, return to the 2020 Spring Election and make sure the <b>Primary Required</b> checkbox has been checked.</p>																		

<p><input type="checkbox"/> Add Referenda Contests, if necessary <a href="#">Contests</a></p> <p><input type="checkbox"/> Add Referenda Contests, if necessary (continued from page 3)</p>	<p>All referenda intended for the 2020 Spring Primary must be manually entered under the 2020 Spring Primary in WisVote.</p> <p>Users <u>must</u> manually enter County, Municipal and School Referenda.</p> <p><b><i>NOTE: Do not check the Contests Complete checkpoint until you have entered all of your referenda. This is especially important for counties.</i></b></p> <table border="1" data-bbox="737 470 1474 667"> <thead> <tr> <th colspan="2">Referenda Numbering Scheme for Ballot Positions in WisVote</th></tr> </thead> <tbody> <tr> <td>State</td><td>910000 - 919999</td></tr> <tr> <td>Technical College</td><td>920000 - 929999</td></tr> <tr> <td>County</td><td>930000 - 939999</td></tr> <tr> <td>Municipality</td><td>940000 - 949999</td></tr> <tr> <td>School</td><td>950000 - 959999</td></tr> </tbody> </table>	Referenda Numbering Scheme for Ballot Positions in WisVote		State	910000 - 919999	Technical College	920000 - 929999	County	930000 - 939999	Municipality	940000 - 949999	School	950000 - 959999
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<p><input type="checkbox"/> Check Contests Complete Checkpoint in 2020 Spring Primary <a href="#">Election Checkpoints Tutorial</a> <b>Deadline: January 24, 2020</b></p>	<p>Check the <b>Contests Complete</b> checkpoint after all of your jurisdiction's 2020 Spring Primary contests have been added.</p> <p>A user can uncheck the <b>Contests Complete</b> checkpoint to add or edit a contest later, if necessary.</p>												
<p><input type="checkbox"/> Review Ballot Styles</p> <p><input type="checkbox"/> Rename Ballot Styles (optional) <a href="#">Election Setup</a> <a href="#">Renaming Ballot Styles</a> <a href="#">Ballot Styles</a> (page 3)</p>	<p>Ballot styles are automatically generated in WisVote when an election is created and regenerated after the <b>Contests Complete</b> checkpoint is checked, if any new contests have been added.</p> <p>To review your ballot styles, use the <b>Compare</b> feature from the Ballot Styles Associated View.</p> <p>If you rename your ballot styles, be sure to update the <b>Name on Poll Book</b> field.</p> <p><b><i>NOTE: If the County or State checks the Contests Complete checkpoint after you have renamed your ballot styles, the ballot styles will be regenerated, if any new contests have been added. This will clear any previous names entered and you will need to rename them.</i></b></p>												
<p><input type="checkbox"/> Check Candidates Complete Checkpoint in 2020 Spring Primary <b>Deadline: January 24, 2020</b> <a href="#">Candidate</a></p>	<p>Make sure that all of your candidates were copied over correctly from the 2020 Spring Election and Presidential Preference Vote and have the correct <b>Candidate Ballot Position</b>.</p>												
<p><input type="checkbox"/> <b>County Users</b> Run the Election Night Call-In Sheet Blank or <a href="#">Canvass Report EL-106</a> <a href="#">Canvass Reporting System</a></p>	<p>Review contest and candidate information on the report to verify that it is correct. If this information is incorrect, please contact WEC staff.</p>												

<ul style="list-style-type: none"> <li><input type="checkbox"/> Enter Absentee Applications for Voters</li> <li><input type="checkbox"/> Issue and Print Absentee Ballots</li> </ul> <p><b>Deadline for 2020 Congressional District 7 Primary: January 2, 2020</b></p> <p><b>Deadline for 2020 Spring Primary: January 28, 2020</b></p> <p><a href="#">Absentee Training Materials</a></p>	<p>Reliers <u>must</u> report absentee application and ballot information to Providers within 48 hours.</p> <p>Select the "Sheet Label" or "Dymo Printer" options to print mailing labels. Select the "No Label" option to track absentee ballots only.</p> <p><b><i>NOTE: If you have a new computer, you will need to download the fonts for Absentee Label and Pollbook printing. The fonts and installation instructions are found in the <a href="#">FAQs Current Issues</a> tile. Search for "Fonts" and follow the instructions for installing the three required fonts.</i></b></p>
<p><b>Close of Registration:</b></p> <ul style="list-style-type: none"> <li>▪ All complete Voter Registration forms received in person by <b>5:00 pm on January 29, 2020</b> should be entered into WisVote with a Registration Period of <b>Open</b>.</li> <li>▪ All complete Voter Registration forms received by mail with a postmark date on or before <b>January 29, 2020</b> should be entered into WisVote with a Registration Period of <b>Open</b> and <b>Registration Date</b> of the postmark date. Do not enter these as Late.</li> <li>▪ Do not enter voter registrations into WisVote until the proof of residence requirement has been met.</li> </ul>	
<p><b>Late Registration Period:</b></p> <ul style="list-style-type: none"> <li>▪ Use the <b>Ineligible Voter List</b> to determine if a voter may register during the late registration period. The Ineligible Voter List may be accessed by clicking on the <b>Felons</b> tile, then clicking on the <b>Run Report</b> button.</li> <li>▪ For further guidance, please see the "Print the Ineligible Voter List" found in the <b>FAQs/Current Issues</b> tile.</li> <li>▪ In WisVote, felon records are updated daily, and you can print your Ineligible Voter List at any time, but it <u>must</u> be provided to Reliers by <b>January 24, 2020</b>.</li> <li>▪ All complete Voter Registration forms received in person after <b>5:00 pm on January 29, 2020</b> should be entered into WisVote with a Registration Period of <b>Late</b>.</li> <li>▪ Do not enter voter registrations into WisVote until the Proof of Residence requirement has been met.</li> <li>▪ Issue a Certificate of Registration (EL-133) to all late in-person registrants. The form is completed after a voter registration application is received and approved during the late registration period to certify that the voter is registered. After you have entered the EL-131 in WisVote, go to the <b>Voter Record</b> and click the <b>Letters</b> button. Select the "<b>EL-133 Certificate of Late Registration</b>."</li> <li>▪ Late registrations entered BEFORE poll books are printed will appear in the Supplemental section of the printed poll book and on the Poll Book screen in WisVote. Any voter registrations entered AFTER poll books are printed will not appear on the printed poll book but will be added to the <b>Post Supplemental</b> section of the Poll Book screen in WisVote on Election Day.</li> <li>▪ Reliers who receive in-person voter registrations and/or absentee applications during the late registration period <u>must</u> immediately submit copies to their provider for entry into WisVote.</li> </ul>	
<p><b>Mapping</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> My Addresses Missing DC</li> <li><input type="checkbox"/> My Geocode Exceptions</li> <li><input type="checkbox"/> My Geocode Warnings</li> </ul>	<div data-bbox="722 1780 846 1896" data-label="Image"> </div> <p>Perform address data quality tasks prior to printing poll books to verify voters are assigned to the correct district combinations and appear in the correct poll book.</p>

<p><a href="#">Address and Districts Training Materials</a></p> <p><b>Deadline: Prior to Poll Book Printing</b></p>	<p>Access Address related data quality tasks through the <b>Addresses</b> tile.</p>
<p><b>Registration List Alerts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Duplicate Voter Record Alerts</li> <li><input type="checkbox"/> Death Alerts</li> <li><input type="checkbox"/> Felon Alerts</li> </ul> <p><a href="#">Voter Training Materials</a></p> <p><b>Deadline: Prior to Poll Book Printing</b></p>	<div data-bbox="735 254 854 363" data-label="Image"> </div> <p>Review all duplicate, death, and felon alerts. <b>Accept</b> or <b>Decline</b> each alert.</p> <p>Access Registration List Alerts through the <b>Reg List Alerts</b> tile.</p> <p><b>NOTE: Online voter registrations always create a new voter record and may result in additional duplicate matches. It is very important these be reviewed.</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review Adjudicated Incompetent List</li> </ul> <p><b>Deadline: Prior to Poll Book Printing</b></p>	<div data-bbox="735 604 854 714" data-label="Image"> </div> <p><b>NEW! The Adjudicated Incompetent List has been moved into WisVote.</b></p> <p><b>Please review and refer to WisVote Manual, Section 2.2, for specific instructions.</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print Poll Books</li> </ul> <p><a href="#">Print the Poll Book Tutorial</a></p>	<p>Poll books are available for printing in WisVote starting <b>January 30, 2020.</b></p> <p>For absentee watermarks to appear on the poll book and for voters to appear in the printed supplemental section, clerks should print poll books as late as possible.</p> <p><b>NOTE: If you do not have an election plan set up by the close of registration, you will not have poll book records in WisVote.</b></p>